

**Microsoft® Word 2010, Project 7**

**Project Overview**

In this project, students will open, navigate, and modify a document.

**Project Goals**

The goal of this project is to help students learn to open, navigate, and modify a document. Students will save the document with a new name or in a different format and properly organize a storage location for future reference.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Insert pictures from files
* Insert picture from the Microsoft® Clip Art collections
* Resize and reposition a picture
* Create and modify WordArt
* Create and modify Shapes
* Create and modify SmartArt
* Create and modify charts
* Insert and create screenshots



**Student Assignment:**

Lakeshore High School is getting ready for the opening of football season. The Student Booster Club is working to organize a season opener pep rally. You have volunteered to create an announcement urging all students in the high school to show their support by attending.

Open a new document and complete the following steps:

1. The entire document requires landscape orientation and 1 inch margins.
2. Create the appropriate centered document heading using WordArt.
   1. *Lakeshore High School Season Opener Pep Rally*
3. Insert and format a basic chevron process smart art graphic and include the data *Go, Fight, Win!*
4. Format the chevron process graphic with a SmartArt Style and change the color to match the WordArt heading.
5. Center the SmartArt graphic.
6. Insert the date September 16, 2011 in the flyer.
7. Insert a minimum of two clipart images relating to a pep rally.
8. Appropriately resize and position the images on the document for visual appeal.
9. Save the document as Project7\_complete in the Project 7 Microsoft® Word 2010 Folder.